

Candidate Information Bulletin



STATE OF UTAH Professional Land Surveyor

Examinations

- NCEES Fundamentals of Land Surveying Examination
- NCEES Principles and Practice of Land Surveying Examination
- Utah Local Practice Examination

Examination Process

Candidates apply directly to Experior for the examinations.

Send the completed Application for Admission to Examination and fees to Experior by the deadline.

Experior

5486 South 1900 West, Suite C
Taylorsville, Utah 84118
Phone: 801.355.5009

Licensure Process

Upon completion of all licensure requirements including passing the examination, submit a complete application for licensure to:

By US Mail

Division of Occupational and Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational and Professional Licensing
160 East 300 South, 4th floor
Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at
<http://www.commerce.state.ut.us/dopl/dopl1.htm>

You may also obtain them from:

Experior

5486 South 1900 West, Suite C
Taylorsville, Utah 84118
801.355.5009

Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Experior to obtain an Accommodation Request Form. You will be required to submit written verification of your disability prior to scheduling your examination.

Examination Fees

Examination fees may be paid by check or money order made payable to Experior.

The NCEES Fundamentals of Land Surveying Examination fee is **\$105.00**

The NCEES Principles & Practice of Land Surveying Examination fee is **\$140.00**

Utah Local Practice Examination fee is **\$65.00**

The Score Retention fee for the NCEES Fundamentals of Land Surveying Examination is **\$30.00**

Examination fees are nonrefundable and nontransferable.

Examination Dates

NCEES Examinations are given twice a year.

<i>Deadline for Registration</i>	<i>PPLS Exam Date</i>	<i>FLS Exam Date</i>
Feb. 16, 2001	Apr. 20, 2001	Apr. 21, 2001
Aug. 31, 2001	Oct. 26, 2001	Oct. 27, 2001
Feb. 15, 2002	Apr. 19, 2002	Apr. 20, 2002
Aug. 30, 2002	Oct. 25, 2002	Oct. 26, 2002

The Utah Local Practice Examination may be taken in conjunction with the NCEES Principles and Practice of Land Surveying Examination given twice a year or by appointment at Experior's office. (See Registering for the Examination under the Utah Local Practice Examination section.)

Admission to the Examination

Approximately three weeks before the examination, Experior will send you an Admission Letter that will show the specific date, time and location of the examination.

If you lose your Admission Letter, or have not received an Admission Letter two days before the examination date, contact Experior immediately at 801.355.5009.

Experior will accept requests for proctoring from out-of-state candidates and will correspond with requesting states. Experior will also handle requests from Utah candidates who wish to test out of state.

Notify Experior and the Division of any change of address. Send notification of change of address to:

Experior

5486 South 1900 West, Suite C



Taylorsville, UT 84118

NCEES Study Guide

Study guides are available for the NCEES Fundamentals of Land Surveying Examination and the NCEES Principles and Practice of Land Surveying Examination. You may contact NCEES at the following address to obtain the study guides:

**National Council of Examiners for
Engineering and Surveying**

ATTN: Publications Department

P.O. Box 1686

Clemson, SC 29633-1686

for credit card holders only call:

800.250.3196

Homepage: <http://www.ncees.org>

NCEES Fundamentals of Land Surveying

What to Bring to the NCEES Fundamentals of Land Surveying Examination

Bring your Admission Letter and a photo identification, such as a driver's license.

Bring at least two No. 2 pencils with erasers for marking your answer sheet.

Description of the NCEES Fundamentals of Land Surveying Examination

The NCEES Fundamentals of Land Surveying Examination is an 8-hour closed-book examination administered twice a year. It is given the same day in two separate 4-hour sessions. Both sessions are in a multiple-choice format consisting of 85 questions.

NCEES Principles and Practice of Land Surveying

What to Bring to the NCEES Principles and Practice of Land Surveying Examination

Bring your Admission Letter and a photo identification, such as a driver's license.

Bring at least two No. 2 pencils with erasers for marking your answer sheet.

Textbooks, handbooks, bound reference materials, slide rules and/or silent, battery-operated, nonprinting calculators may be used. However, no writing tablets, unbound tables or unbound notes are permitted in the examination room.

Materials Permitted in Examination Room

1. Devices or materials that might compromise the security of the examination or examination process are not permitted.

2. Non-communicating, battery-operated, silent, nonprinting calculators are permitted.
3. Calculating and computing devices having a QWERTY keypad arrangement similar to a typewriter or keyboard are not permitted. Such devices include but are not limited to palmtop, laptop, handheld and desktop computers, calculators, databanks, data collectors and organizers. Calculators with alphanumeric keypads are permitted.
4. Communication devices, such as pagers and cellular phones are not permitted.

Description of the NCEES Principles and Practice of Land Surveying Examination

The NCEES Principles and Practice of Land Surveying Examination is a six-hour open-book examination administered the same day in two separate sessions: four hours for the morning session and two hours for the afternoon session.

Experior will accept requests for proctoring from out-of-state candidates and will correspond with requesting states. Experior will also handle requests from Utah candidates who wish to test out of state.

A Score Report will be mailed to you about two months after the test date. To ensure confidentiality, **scores are not given over the telephone.**

Utah Local Practice Examination

Registering for the Examination

Examinations are administered five days a week (Mon.-Fri.) at Experior located at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, and once per month in St. George, Utah. Register for the examination either:

1. **By mail.** Complete the enclosed Examination Application and return it by mail with your examination fee(s) to Experior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Experior will mail you an Admission Letter providing you with the exact date and time.
2. **By telephone.** You can schedule your appointment by calling Experior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday, and paying for your examination using a major credit card (MasterCard or Visa).

Payment must be made in advance. You may reschedule your examination for a \$10.00 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment, your examination fee will be forfeited and you

must reapply for the examination. There are no exceptions.

All examination fees are nonrefundable and nontransferable.

Computerized Testing

The Utah Local Practice Examination is administered using Experior's user friendly, windows-based, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. You do not need any computer experience to use this system. In fact, you will only need to use five keys on the keyboard to take the test. (The other keys are disabled—there is no way you can harm the computer, the program or the test by touching the wrong key.)

Prior to beginning your examination you can take a practice examination to become familiar with the computer testing system. A staff member will be available to help you if you need further assistance.

You will receive your score at the conclusion of the examination.

Walk-In Testing

Candidates may "walk in" and test on a space-available basis for an additional \$10.00 fee. No reservation is required. The examination fee plus the walk-in fee must be paid prior to taking the examination.

Out of State Candidates

If you are out of state, you may arrange with Experior to take the examination at any recognized testing center such as a university or community college. You must make the arrangements with the testing center and then send Experior the required information along with the fee that includes an additional \$50.00 out-of-state testing fee. Please include the following:

1. Candidate name, address and phone number
2. Name of exam
3. Testing center name, address, phone number and the name of the contact person
4. Test fees: examination fee (including additional \$50.00 testing fee).

Candidates are responsible to pay the testing center any required fee.

Experior will mail the exam in a sealed envelope to the contact person at the testing center with instructions for administration. Experior will ship exams to the testing centers within one week after requests have been received. Candidates are responsible to check with the testing center to make sure the exam has arrived by the testing date. Candidates will have a two-week period to take the test once the exam has been shipped to the testing center.

After the exam, the testing center will then mail the exam back to Experior for scoring and the scores will be mailed to candidates within one week. Candidates are responsible for reporting their scores to the state.

Note: All out-of-state candidates will take paper/pencil exams.

Description of the Utah Land Surveyor Local Practice Exam

The Utah Local Practice Examination is closed book and consists of 65 multiple-choice questions. You will have two and one-half hours to complete this examination. A minimum of 75 percent of the exam questions must be answered correctly to pass the examination.

Law Exam References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes every question that could be included on the actual examination along with the answers, a content outline listing the sources from which the examination was developed and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$20.00 (plus shipping/handling and tax). You may order this Study Guide by calling Experior or by completing and submitting the enclosed Order Form.

Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.



APPLICATION FOR ADMISSION TO THE LAND SURVEYOR EXAMINATIONS

Print Clearly or Type

Social Security No.: _____ - _____ - _____

Candidate: _____
First Name MI Last Name

Street Address: _____

City: _____ State: _____ ZIP: _____

Daytime Telephone: (_____) _____ - _____ Home Telephone: (_____) _____ - _____

NCEES Fundamentals of Land Surveying Examination (FLS)

Deadline Dates	Exam Dates (Check one)	Fees	Amount
Feb. 16, 2001	_____ Apr. 21, 2001	Exam Fee \$105.00	_____
Aug. 31, 2001	_____ Oct. 27, 2001	Score Retention Fee* \$30.00	_____
Feb. 15, 2002	_____ Apr. 20, 2002		
Aug. 31, 2002	_____ Oct. 26, 2002		
Total Enclosed			\$

*Score Retention Fee is a one-time fee to be paid by every FLS candidate.

NCEES Principles and Practice of Land Surveying Examination (PLS)

Deadline Dates	Exam Date (Check one)	Exam Fee	Total Enclosed
Feb. 16, 2001	_____ Apr. 20, 2001	\$140.00	
Aug. 31, 2001	_____ Oct. 26, 2001		
Feb. 15, 2002	_____ Apr. 19, 2002		
Aug. 30, 2002	_____ Oct. 25, 2002		

Utah Local Practice Examination

Exam Dates	Fees	Amount Enclosed
Exam given by appointment. Apply on the separate Application Form	Exam Fee \$65.00	

Method of Payment: (Check One)

_____ Check _____ Money Order _____ Visa _____ MasterCard

Card #: _____ Exp. Date: _____

Signature: _____ Date: _____

Required for Credit Card Payment

***** Test fees are nonrefundable and nontransferable. *****

Refer to Law and Rules for eligibility requirements.

Send completed application and fees to:

Exporior

5486 South 1900 West, Suite C, Taylorsville, UT 84118 ■ 801.355.5009 ■ Fax: 801.355.4008

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UTAH LOCAL PRACTICE EXAMINATION APPLICATION FORM

Please Print Clearly:

Social Security Number _____ - _____ - _____

Last Name _____ First Name _____ M.I. _____

Address _____

City _____ State _____ ZIP _____

Phone (Home) (_____) _____ - _____ (Work) (_____) _____ - _____

Site (Check one)

_____ **Exterior Office**
(Salt Lake City)

_____ Location listed on Admission Letter
(St. George)

Type of Payment (Check one)

_____ Check _____ Money Order _____ Visa _____ MasterCard

Card # _____ Exp. Date _____

Signature _____

Required for Credit Card Payment

Payment Amount: \$ _____

Submit Fees and Application to:

Exterior
5486 South 1900 West, Suite C
Taylorsville, UT 84118
801.355.5009 ■ Fax: 801.355.4008

Exam fees are listed in your Candidate Information Bulletin

We will schedule you for an examination on the date listed below or, if unavailable, for an appointment at the first available time approximately one week after your application is received. Exterior will mail you an Admission Letter providing you with the exact date and time of your exam.

Date of Exam: 1st Choice: _____ 2nd Choice _____